



Center for Educational Performance and Information

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Education Data Network (EDN) Headcount IM-4203 Application - Frequently Asked Questions (FAQs) (revised 2/16/05)

We were told that the EDN had been eliminated. Why are we now required to access the EDN? While working with the 2003-2004 Single Record Student Database (SRSD) data, we found the data were again uneven. Although the data quality has improved, there are still several data elements that are suspect.

Who can modify data via the EDN for my school district? If the district has an EDN authorized user s/he can enter/update data. If the district does not have an EDN authorized user, the superintendent or PSA chief administrator must appoint someone who will complete and submit the EDN Security Agreement. To ascertain the name of your district's authorized user, call the Department of Information Technology (DIT) Client Service Center at 517.335.0505.

Can I mail the 2004-2005 Pupil Headcount Report IM-4203? No. All data must be entered online via EDN. The worksheet is to be used only as a guide in compiling data to be submitted via the EDN. Paper forms will not be accepted.

Can I make changes to the data that were pre-loaded into the EDN? Yes. Changes may be made to the fall 2004 enrollment, 2003-2004 transfers, and/or class of 2004 graduation information.

Why am I completing the 2004-2005 Pupil Headcount Report IM-4203 if I am trying to update the 2003-2004 graduation/dropout rates? The graduation and transfer data are collected one year behind the pupil headcount report, so the data necessary to calculate the 2003-2004 graduation/dropout rates are collected on the 2004-2005 Pupil Headcount Report IM-4203. The 2004-2005 Pupil Headcount Report IM-4203 has three basic functions: 1) collecting the high school buildings' headcount for fall 2004; 2) collecting the transfer information for the 2003-2004 school year; and 3) collecting the graduation information for the 2003-2004 school year (class of 2004). All three of these components are used to calculate the 2003-2004 graduation and dropout rates.

What data were pre-loaded into the EDN? The data were extracted from the spring 2004, end-of-year 2004, and fall 2004 SRSD submissions. The fall 2004 enrollment, school year 2003-2004 transfers in from other districts, school year 2003-2004 transfers out to other districts, and class of 2004 graduates were pre-loaded into the EDN.

Why are there zeros for retained-in-grade, transfers to alternative, or within-district transfer numbers in the EDN? The amount of computer processing time that would be required to identify these students would have delayed the release of the IM-4203 considerably, thus giving districts a very short period of time in which to review or correct, and submit their data that will be used for graduation and dropout rate calculations. These numbers, therefore, were not pre-loaded, but EDN authorized users may update these data if applicable.

Why are our transfers-in-from-other-district numbers so large in the EDN? If a student's enrollment date (SRSD Field 20: Date of Enrollment) is after the previous submission's count date (Field 123: Date of Count), then the student is considered to be "new" to the district. For purposes of pre-populating the EDN, if your student management system resets the enrollment data in preparation for the start of the school year, those records will be counted as new to the district.

How did you arrive at the number of graduates reported in the EDN? Graduates were extracted from the spring 2004, end-of-year 2004 and fall 2004 SRSD submissions where the student's district exit status (Field 23: District Exit Status) was equal to: 01 - graduated from general education with a diploma; 02 - graduated from general education with a diploma and applied to a degree-granting college or university; 03 - graduated from an alternative program; 04 - graduated from general education with a diploma and applied to a non-degree-granting institution; 05 - completed general education with an equivalency certificate; 06 - completed general education with other certificate; and 20 - received certificate of completion or finished IEP requirements.